



Job Announcement

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| Opening Date: | March 13, 2009 | Closing Date: | March 27, 2009 |
| Job Title: | Office Clerk I/II | Position Type: | Contractual Full Time |
| PIN: | CN0116 | FLSA Status: | Non-Exempt |
| Location: | District 1, Baltimore City Baltimore, Maryland | Salary: | \$11.51 per hour (Level I) \$12.21 per hour (Level II) (Salary effective July 1, 2008) |

Essential Functions: Performs a variety of clerical tasks such as filing, duplicating, stripping, and microfilming records; processing public requests for forms, transcripts and records; batching, sorting, totaling, recording and reporting on transactions; entering and retrieving data; responding to public requests for information; opening, sorting and distributing mail and responding to inquiries via mail, phone, fax, and in person. Batches citations and ensures all necessary documents are complete and accurate in accordance with established court procedures. Researches records and determines the cause of errors in citations, fine amounts, court dates, etc. and processes corrections. Receives, enters, and accounts for monies received by the District Court for fines. Enters new cases and updates existing case information into the District Court's data system.

Education: High School Diploma or GED.

Experience: Office Clerk I – Minimum of 6 months of clerical experience.
Office Clerk II – Minimum of one year of clerical experience.

Skills/Abilities: Ability to file using alpha and numeric filing systems and to sort, process, verify, proofread and file miscellaneous reports and documents. Ability to operate various types of office and recording equipment and perform routine functions on a personal computer or terminal. Ability to communicate effectively with the public and court personnel and provide information in person and on the telephone. Ability to understand and follow instructions. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title and PIN number. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.